East Bierley Community Sports Association

Event Management Policy

07/07/2025

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Document Control.

Document Information.

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1. Policy Statement

East Bierley Community Sports Association (EBCSA) hosts and supports a range of events throughout the year, including sporting fixtures, tournaments, family fun days, and community fundraisers. This policy sets out the standards and procedures to ensure all events held on EBCSA premises are well-organised, safe, inclusive, and in line with EBCSA's values.

2. Scope

This policy applies to:

- All events organised directly by EBCSA
- Events run by member clubs (Gomersal & Cleckheaton FC, Birkenshaw Bluedogs, etc.)
- External organisations hiring EBCSA facilities for events

3. Principles

All events must:

- Prioritise the safety and well-being of all participants
- Promote inclusivity and community spirit
- Comply with all legal and regulatory requirements
- Be managed with transparency and accountability

4. Event Planning Requirements

Anyone organising an event on EBCSA grounds must:

4.1. Submit an Event Proposal

Submit an outline of the event including:

- Date, time, and expected attendance
- Purpose and type of event
- Contact details for the event lead
- Risk assessment
- Safeguarding arrangements

4.2. Undertake a Risk Assessment

A full risk assessment must be completed and submitted in advance, covering:

- Site safety
- Weather contingencies
- Emergency procedures
- Security and crowd management

4.3. Obtain Necessary Approvals

Events must be approved by the EBCSA board or delegated representative before being advertised or delivered.

5. Responsibilities

- **Event Organisers**: Responsible for planning, coordination, and safety on the day
- **EBCSA**: Oversees site readiness, provides support, and reviews event proposals
- **Member Clubs**: Ensure appropriate supervision, first aid, and adherence to safeguarding and conduct policies

6. Site Usage Guidelines

- All events must respect the local community, environment, and facility rules.
- No alcohol sales or amplified music without prior approval and necessary licensing.
- Events must finish by 10:00 PM unless explicitly agreed otherwise.
- All litter must be cleared and facilities left in good condition.

7. Insurance and Liability

- EBCSA holds public liability insurance for general site use.
- External organisers must provide proof of insurance to cover their specific event and activities.
- EBCSA accepts no liability for external events that breach policy or legal requirements.

8. First Aid & Emergency Planning

- A designated first aider must be on site for the duration of the event.
- Emergency access routes must be kept clear at all times.
- Organisers must ensure a working mobile phone is available to contact emergency services.

9. Contact Information

- Any event involving children or vulnerable adults must adhere to EBCSA's Safeguarding Policy.
- Adequate adult supervision is required, and all volunteers must be appropriately checked and briefed.

10. Promotion and Branding

- All promotional materials must be accurate and appropriate.
- Any use of EBCSA branding or references to member clubs must be approved in advance.
- Sponsors and partners must align with EBCSA's community values.

11. Evaluation and Feedback

After each event:

- Organisers must complete a short evaluation
- EBCSA will gather feedback to support improvements and future planning

12. Non-Compliance

Failure to comply with this policy may result in:

- Cancellation of the event
- Restrictions on future facility use
- Reporting to relevant authorities in cases of serious breach

13. Policy Review

This policy will be reviewed annually or following a major event, incident, or legislative change.